

DD/A Registry  
85-3057/1

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Agency Information Security Program Data

FROM

Director of Information Services  
1206 Ames Building

EXTENSION

NO.

OIS 618 85

STAT

DATE

28 OCT 1985

STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

EO/DDA  
7D18 Hqs

29 OCT 1985

BHL

Attached is the Agency response to the first of two action items required in ISOO's 30 August 1985 letter.

2.

3.

A/ADDA

30 OCT 1985

N

OIS is working with OGC on the second item, Standard Form 189, and will have an Agency response ready within the next two-to-three weeks. ISOO has been informed of the expected completion date.

4.

5.

6.

DDA

31 OCT 1985

J

For Signature.

7.

8.

DDA/Reg

9.

10.

11.

12.

13.

14.

15.

DD/A REGISTRY  
FILE: 70-8

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<b>TRANSMITTAL SLIP</b>		DATE
TO: <i>DDA Subject</i>		
ROOM NO.	BUILDING	
REMARKS:		
FROM:		
ROOM NO.	BUILDING	EXTENSION

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85-3057/1

Central Intelligence Agency



Washington, D.C. 20505

OIS 85-618

31 OCT  
1985

Mr. Steven Garfinkel  
Director, Information Security  
Oversight Office (Z)  
General Services Administration  
18th & F Streets, N.W.  
Washington, D.C. 20405

Dear Mr. Garfinkel:

Enclosed is our Agency Information Security Program Data (SF 311) report covering the period 1 October 1984 through 30 September 1985. As was done last year, the statistics on classification decisions in sections 7A-C of the report were obtained from an actual count over a seven-day period (14-20 September 1985) and projected to cover the reporting period.

The number of original classification authorities in Section 5 is provided only for inclusion in reporting government-wide totals. This number should not be attributed to CIA, in accordance with the DCI's responsibilities under the CIA Act of 1949 to withhold publication of numbers of Agency personnel.

Sincerely,

**/s/ Harry E. Fitzwater**

Harry E. Fitzwater  
Deputy Director  
for  
Administration

Enclosure

**Page Denied**

DDA/OIS/IRMD/IMB/[ ]dcw (16 October 1985) OIS 0618 85

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  - 1 - IMB Chrono wo/enc
  - 1 - EME



General  
Services  
Administration

Information Security  
Oversight  
Office

Washington, DC 20405

DD/A 85-3057

August 30, 1985



LOGGED

09 SEP 1985

Mr. Harry E. Fitzwater  
Deputy Director for Administration  
Central Intelligence Agency  
Washington, DC 20505

Dear Mr. Fitzwater:

As the fiscal year approaches its end, the Information Security Oversight Office (ISOO) calls your attention to two action items. First, the completed Standard Form 311, "Agency Information Security Program Data," for FY 1985 is due at ISOO no later than October 31, 1985. Second, despite misleading media accounts, the Standard Form 189, "Classified Information Nondisclosure Agreement," remains perfectly valid, and must be signed by all Government and contractor personnel as a condition of access to classified information. In its Report to the President for FY 1985, ISOO will include a status report on individual agency implementation of the SF 189. We enclose a copy of each form for your reference.

Sincerely,

STEVEN GARFINKEL  
Director

Enclosures

REFERENC

DDA